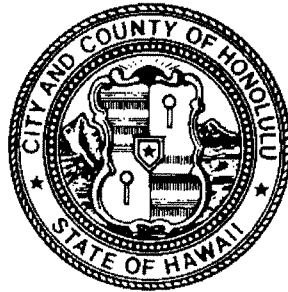


**GENERAL SAFETY
TAILGATE LESSON PLAN**

Gas Operated Equipment Safety



CITY AND COUNTY OF HONOLULU
DEPARTMENT OF HUMAN RESOURCES
Division of Industrial Safety and Workers' Compensation

TAILGATE LESSON PLAN

GAS OPERATED EQUIPMENT SAFETY

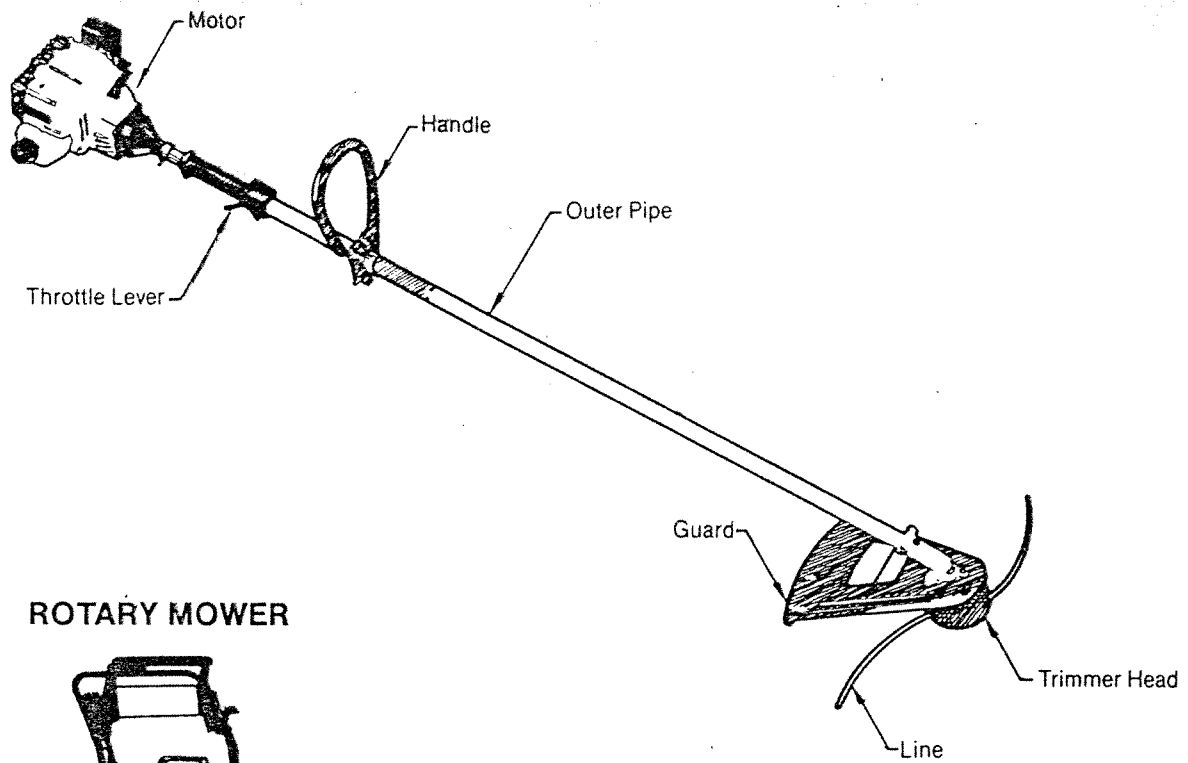
Weedwacker (grass trimmer), Hedge Trimmer, Rotary Mower

The following information has been prepared for tailgate sessions with your employees. Discuss this topic with each of your workers within two weeks from the date you receive this. Keep this instruction sheet for future sessions and as reference material. Also keep a record of your employees who have received this tailgate lesson.

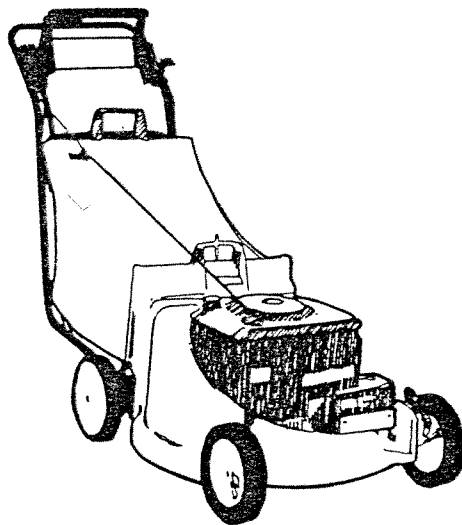
General Instructions

- A. Know your equipment. Employees must be trained to use equipment properly and safely.
- B. Use proper safety clothing and personal protective equipment such as safety shoes, face shield, long pants and preferably a long sleeved shirt, gloves, hearing protection (ear muffs or plugs), dust mask or respirator, etc. Avoid wearing neck chains, rings, watches and other jewelry that might get caught in machines during operation.
- C. Inspect work area. Remove all stones, sticks and other debris that may damage the equipment or pose a hazard when the machines are in operation. Also check the area for bees and other insects that may harm you.
- D. Inspect equipment. Check the equipment for damage or defects and for loose or missing parts. Be sure that the safety guards are secured properly.
- E. Fueling equipment. Use an approved safety gasoline container that features a funnel or flexible spout. Also, label your fuel containers to identify their contents of an oil/gas mixture or only gasoline. Always refuel equipment outdoors by following the safety tips below:
 - 1. Before refueling equipment, shut it off and allow engine to cool. You should be able to touch hot spots for at least one second without feeling discomfort.
 - 2. Never smoke while fueling or operating equipment. Stay away from open flames or where sparks may occur.
 - 3. Wipe off all fuel spills with an absorbent material, such as a cloth, tissue paper, etc. and dispose of it properly.
 - 4. Avoid inhaling gasoline (or fuel) vapors.

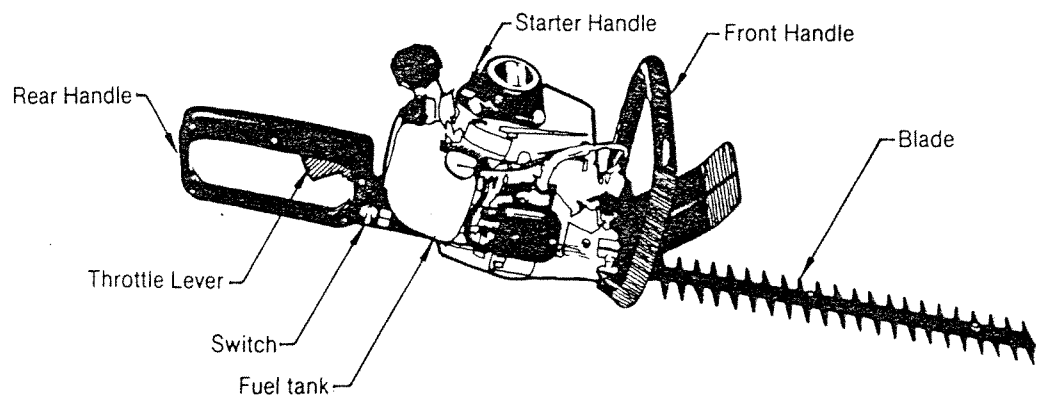
WEEDWACKER



ROTARY MOWER



HEDGE TRIMMER



WEEDWACKER/TRIMMER

Personal Protective Equipment: Wear safety shoes, face shield, gloves, long pants and long sleeve shirt. Wear dust mask (or respirator) and ear plugs (or muffs), as necessary.

I. Starting the Weedwacker.

- A. Follow instruction manual for starting weedwacker.
- B. Avoid starting weedwacker inside a building.
- C. Be sure the work area is clear of people, animals or vehicles.
- D. Avoid pulling starter coil all the way to the catch — pull out only 1/2 to 2/3 of the starter rope.
- E. Warm up engine for 2 minutes before cutting.

II. Operating Weedwacker.

A. Operating Safety.

- 1. Do not operate trimmer on wet ground. Be sure of your footing and keep a firm hold on the handle of the machine.
- 2. Work slowly . . . do not rush . . . stay alert.
- 3. Never leave the machine running unattended.
- 4. Use shoulder strap, if available.
- 5. Avoid reaching movements while trimming.
- 6. Do not tamper with the machine's safety devices. Keep trimmer's safety shield properly adjusted and in place at all times.
- 7. Never trim near fellow employees, children, animals or vehicles.
- 8. Shut off the engine when you must replace or extend the machine's trimming line.

B. Move in a sweeping motion from left to right.

C. Cut to the **right** so that clippings and debris are discharged away from you.

D. Tilt trimmer about 30 degrees to the left for trimming along walkways, driveways, curb, etc.

E. For best trimming results, cut using the end of the string or monofilament line.

F. When trimming around trees and shrubs, reduce engine speed, and work slowly and carefully around the tree or bush. Do not allow the line to damage the bark of young trees.

G. For mowing, keep the cutting head parallel to the ground and pass trimmer over the area to be cut.

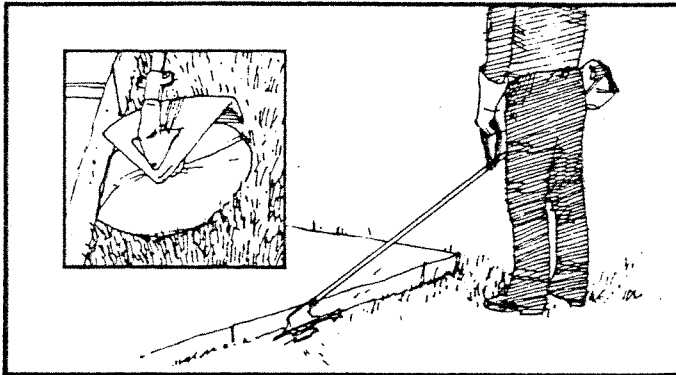
III. After Trimming. (Shut off engine.)

- A. Clean all grass, oil and dirt from the trimmer and clean the air filter.
- B. Inspect trimmer for damage and defects.
- C. Notify your supervisor of any defects, hazardous conditions or need for service.
- D. Secure weedwacker in a safe, dry and well ventilated location.

CUTTING GRASS

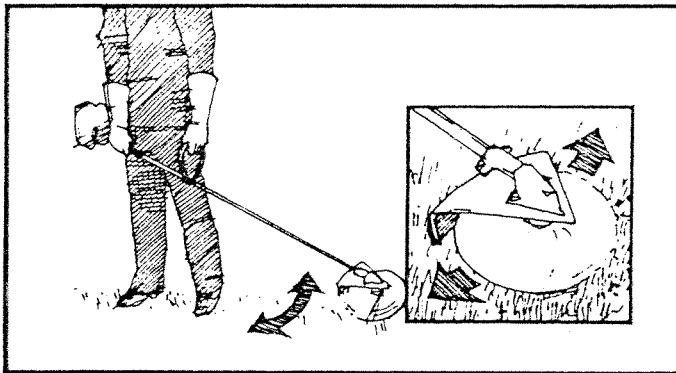
1. **Trimming**

Tilt trimmer head slightly to right, and cut moving forward. To increase line life, cut using only end of line, not side.



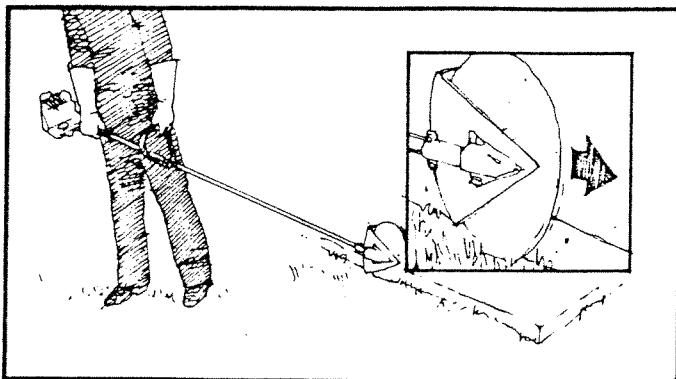
2. **Mowing**

Set trimmer head in horizontal position, and cut using swinging movement left to right.



3. **Edging**

Move handle to position 90° from engine as shown in illustration. Hold trimmer head 90° to ground, and cut moving forward.



HEDGE TRIMMER

Personal Protective Equipment: Wear safety shoes, face shield, gloves and snugly fit clothing. Wear dust mask (or respirator) and ear plugs (or muffs), as necessary.

I. Starting the Hedge Trimmer.

- A. Follow instruction manual for starting hedge trimmer.
- B. Avoid starting trimmer inside a building.
- C. Be sure the work area is clear of people, animals or vehicles.
- D. Avoid pulling starter coil all the way to the catch — pull out only 1/2 to 2/3 of the starter rope.
- E. Warm up engine for 2 minutes before trimming.

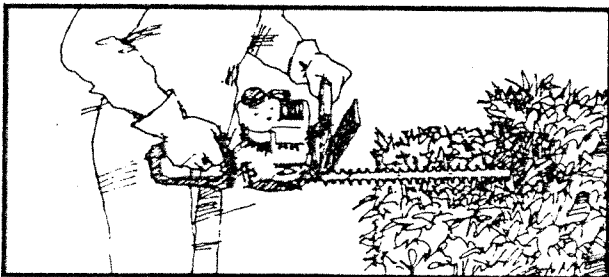
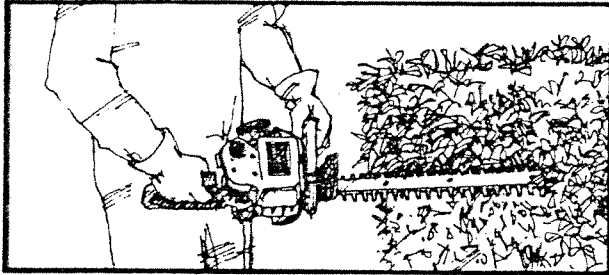
II. Operating Hedge Trimmer.

A. Operating Safety.

- 1. Be sure of your footing and keep a firm hold on the handle of the trimmer. Never hold the hedge or material that is being cut.
 - 2. Work slowly . . . do not rush . . . stay alert.
 - 3. Never leave the trimmer running unattended.
 - 4. Do not cut branches over 1/4 of an inch in diameter.
 - 5. Avoid reaching movements while trimming.
 - 6. Do not allow trimming blade to touch the ground — rocks and debris may damage the blade.
 - 7. Do not tamper with the machine's safety devices.
 - 8. Keep trimming blade lubricated.
 - 9. Never trim near fellow employees, children, animals or vehicles.
- B. Tilt hedge trimmer so cutting teeth are angled slightly toward the hedge or shrub.
- C. Move in a sweeping motion **away** from your body.
- D. Tilt trimmer about 30 degrees to the left for trimming along walks, driveways, curb, etc.
- E. Move hedge trimmer in short, even strokes.
- F. To trim the side of hedge or shrub, start from the bottom branches and move the trimmer upward. Cutting in an upward movement will yield a more even cut and make shaping shrubbery easier.
- G. Shut off the engine before handing it to another person.

III. **After Trimming. (Shut off engine.)**

- A. Clean all grass, oil and dirt from the trimmer and clean the air filter.
- B. Lubricate the trimming blade to prevent blade from freezing after periods of non-use.
- C. Notify your supervisor of any defects, hazardous conditions or need for service.
- D. Secure trimmer in a safe, dry and well ventilated location.



ROTARY LAWN MOWER

Personal Protective Equipment: Wear safety shoes, goggles, gloves, shirt and long pants. Wear dust mask (or respirator) and ear plugs (or muffs), as necessary.

I. **Starting the Rotary Mower.**

- A. Follow instruction manual for starting mower.
- B. Avoid starting the mower inside a building.
- C. Be sure the work area is clear of people, animals or vehicles.
- D. Do not place your feet under the mower deck unit. Keep your feet away from the deck and blade.
- F. Pull recoil starter handle several times until the rotary mower starts. Avoid pulling starter coil all the way to the catch — pull out only 1/2 to 2/3 of the starter rope. Do not let go of the handle as the handle may snap back. Hold on to the handle and allow the cord to recoil slowly.
- G. Warm up engine, adjust engine speed and begin mowing.

II. Operating the Rotary Mower.

A. Operating Safety.

1. Reminder: Always inspect your work area before mowing. Remove all stones, sticks and other debris that may damage the equipment or inflict injury to you and others.
2. Do not operate mower in wet grass. Be sure of your footing. Keep a firm hold on the mower's handle.
3. Do not discharge clippings toward people or objects.
4. Never mow near fellow employees, children, animals or vehicles.
5. Never place hands or feet under mower deck.
6. Never lift or carry mower while engine is running.
7. Avoid mowing over rocks and debris that may damage the rotary blade.
8. Mow across the face of slopes, never up and down.
9. Mow away from you, do not pull mower towards you.
10. Stop engine and remove connecting wire from spark plug before making adjustments or field repairs.
11. Do not alter or remove the machine's safety devices.
12. If a foreign object is caught in the blade or the mower starts shaking, stop the mower engine and inspect the equipment. Disconnect spark plug wire before removing dislodged objects.

B. For best mowing results, operate engine at full speed.

C. Check height of cut and adjust blade level, as necessary. Disconnect spark plug wire before adjusting blade height mechanism.

1. When cutting high grass, set mower blade to its highest height, cut, then reset blade height and cut again at normal level.
2. Mow thick, overgrown lawns in a counterclock direction starting at the border and mowing toward the center of the lawn. This will eliminate recutting the discharged grass.
3. Do not set cutting height too low. If cut is too low, this will cause the blade to scalp the grass.

D. Cut in a different direction each time you mow to improve lawn appearance.

III. After Mowing. (Shut off engine.)

- A. Remove and clean all grass and dirt from the underside of mower deck.
- B. Inspect mower and wipe off oil and dirt. Also clean air filter.
- C. Check mower blade to see that it is sharp. Mower should be serviced if blade is dull.
- D. Notify supervisor of any defects, hazardous conditions or need for service.
- E. Store mower in a safe, dry and well ventilated area.

TRACTOR MOWER SAFETY (RIDE ON)

- A. Mow early in the morning before children, adults, employees, picknickers, etc. arrive.
- B. Be sure that the machine's safety guard is in the "DOWN" position at all times.
- C. If the mower hits a foreign object, shut off the mower and inspect for damage. Inspect the surrounding areas and remove objects that may cause damage to the mower blade.
- D. Be sure to strap yourself in the seat if mower has a seat belt.



Source: Information provided by Robin Bond, Department of Parks and Recreation, June 1989.